

**Job Title:** Associate Facilitator

**Company:** [64 Million Artists](#)

**Type:** Fixed term contract for 12 months with the potential for this to become permanent.

**Annual Salary:** £20,000 - £22,000 for an average of 2 days/week

**Reports to:** Head of Leadership Programmes

**Workplace:** This role is envisaged as an entirely remote post - working from home anywhere in the UK. The role will require frequent travel to partner sites around the UK for the delivery of programmes. Any national travel required for workshops will be covered by the company.

**Holiday:** 20 days (pro rata) plus bank holidays, your birthday, August (company-wide 4 weeks off) and Christmas closures (between Christmas and New Year)

**Closing date:** Monday 29th January 9am

**Interviews:** 12th and 14th February (online)

**Second Round Interviews:** Tuesday 20th February (in person)

**Information Webinar:** [12pm 10th January 2024](#) (session will be recorded and available to view subsequently)

**Contact:** [William@64millionartists.com](mailto:William@64millionartists.com)



### **The Role**

We are seeking a skilled and experienced facilitator to deliver workshops and discussions in person and online across the UK. The right candidate will be a key part of our team delivering Leadership and Partnership work with academic partners and with other clients in the public and private sectors..

Primarily the role will involve hands-on delivery of facilitation and will require extensive travel across the UK - as such, the successful person may be based anywhere in Scotland, England or Wales. While the role is offered at 50% of full time (which for us, a four day week company, means an average of 2 days a week), we hope that there will be some

flexibility to cope with the flow of our workload, flexing hours at busy/quiet times of the year.

The role will include the following responsibilities:

- Facilitating workshops in a range of formats and settings with diverse participants (for this role, these will likely be predominantly professional adults working in academia, public and private sector).
- Adapting a facilitation style to accommodate different clients' needs but always with our emphasis on care and creativity
- Individual leadership coaching of programme academic programme participants (online) on a monthly basis
- Adopting a pro-active approach to inclusion and involvement in all aspects of the role with an equity focused approach to involving traditionally marginalised groups
- Responding to client needs to develop facilitation plans that accommodate all participants ensuring strong learning and development outcomes
- Leading on specific partnerships, managing client relationships and liaising between us and the client
- Co-ordinating activity with the Programmes Administrator and briefing, managing and supporting co-facilitators
- Risk assessment and management in a range of settings - the role will almost exclusively involve remote working and working on site with partner organisations
- Representing 64 Million Artists to clients and potential partners
- Working with the Head of Leadership Programmes to agree and refine facilitation plans and reflect on best practice
- Working with the Head of Partnership Programmes to devise and implement new activity
- (Quarterly) attending team development and Away Days

### **Skills and experience**

We are keen to build a diverse team, so there is no single route you will need to have taken to apply for this role. You may never have worked in the cultural sector before, though you will have a commitment to everyday creativity; equity, diversity and inclusion; working towards a culture of care; and be someone that can work autonomously and as part of a team. These skills may have been built in a range of professional roles but also through personal experiences like caring, volunteering or leisure activities.

We are trying to build a team reflective of a wide range of experiences, backgrounds and personalities to ensure the best possible team to support the organisation. We are actively encouraging applications from People of Colour, men and d/Deaf and Disabled applicants as these are all growing areas of our network.

Essential

- Experience of facilitating in different professional contexts, alone and as part of a team
- Demonstrable experience of applying creative approaches to facilitation
- Experience of responding to client needs to create effective facilitation planning
- Experience and commitment to creating equitable spaces for participants to contribute effectively
- Interest in and passion for integrating creativity in the ways that teams work together
- Strong communication and interpersonal skills, being an approachable team player who enjoys working in a small team
- Aligned with our [values](#)

### Desirable

- Experience of professional development/training in higher education settings
- Experience of managing freelance facilitators and coaching
- Formal coaching experience
- Facilitation/coaching qualifications

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### About us

At 64 Million Artists we believe that everyone is creative and that when we are creative we can make positive change in our lives and in the world around us. Over the last 8 years we have mainly been working in 4 key areas:

#### Public Programmes

We run free, UK-wide online programmes like The January Challenge and The Weekly Challenge to kickstart creativity and wellbeing. Over 50,000 participants took part in The January Challenge (TJC) 2023, either as individuals, or in school groups, youth and community groups, hospital settings, workplaces and families. We also coordinate and run free packs and resources to inspire anyone who wants to run their own creative activities, share their work and be part of a supportive community.

#### Leadership Programmes

We facilitate culture change through creativity. Our bespoke support benefits clients such as King's College London, University of Edinburgh, University of Manchester and several other Russell Group universities. We also run leadership work across communities, workplaces and educational establishments.

Our aim is to embed creativity in new settings and leave a legacy by empowering leaders to then go on to train and develop others. We have also run public webinars for facilitators

and community leaders wishing to develop their knowledge and skills working with groups, as well as co-creation and community leadership programmes.

### **Partnership Programmes**

With our partners, we co-create programmes for positive change by activating everyone's creativity. Many of these are based in local communities. We've worked with Leicester Ageing Together on social isolation and creative ageing, YoungMinds on mental health, and Coventry 2021 on citizen-led culture. We've also worked with local authorities in Gateshead, Stroud, Cumbria, Crewe, several London Boroughs, and Hull during their City of Culture year in 2017.

### **Policy & Research**

We collaborate with academic partners such as King's College London and UCL, and development agencies such as Arts Council England and Arts Council Wales to undertake research into key issues around everyday creativity. We have contributed to national policy in the area and are included in a range of broader research publications from organisations such as Baring Foundation, Culture Health and Wellbeing Alliance and the Centre for Cultural Value. This is an area of our work we are keen to grow and develop.

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### **Application process**

Please fill in the online [Application Form](#) and [Equal Opportunities Form](#) by **9am Monday 29th January**. Please do not send CVs because we anonymise candidates and ask application questions to minimise unconscious bias in the process.

Interviews will be through a two stage process. An initial group of candidates will be invited to attend an online interview on either 12th or 14th February. A shortlist of candidates will then be invited to deliver a workshop session for members of the 64 Million Artists team, in person on 20th February (candidates invited to this second stage will be paid for travel and a small honorarium for their time). Please advise us in your application if you are unavailable on this date for any reason.

If you would be helped by any reasonable adjustments to our application process, please don't hesitate to contact [Damian@64millionartists.com](mailto:Damian@64millionartists.com)

We will be running a [Zoom webinar](#) to help people to find out more about the job and to answer any questions people might have. This will take place on: 10th January 2024 at midday.